



State of California
Department of Food and Agriculture
Safe Animal Feed Education Program

Cleanout Procedures

All routine cleaning activities in a feedmill should support the personnel hygiene and bio-security Standard Operating Procedures.

Routine Cleaning Schedule

Objective:

Maintaining a clean and well-organized facility is important in reducing the potential for hazards and/or cross-contamination situations from occurring in food or feed products.

Person Responsible:

Plant Manager or Designated Employee

Procedure:

Daily

All cleaning procedures are completed as necessary.

Every time a bin is emptied it must be cleaned out including seams. This will be documented on the Daily Maintenance and Quality Control Checklist.

Bathroom facilities will be cleaned daily.

Trash will be removed from facility daily.

Concentrated Ingredient/Drug Room scale is cleaned daily.

Weekly

Facility will be swept clean every week.

Monthly

Plant and grounds will be thoroughly cleaned and organized to deter from any pest or microbial hazard development.



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Maintenance check forms will be reviewed and any inspection violations will be resolved if they have not been dealt with within the allotted time frame given as directed by the Maintenance: Weekly Inspection Form.

Quarterly

Entire plant will be cleaned quarterly.

Frequency:

Daily, Weekly, Monthly, Quarterly

Monitoring:

All inspections will be documented on Daily, Weekly, Monthly, or Quarterly Check form.

Verification:

Routine inspection by supervisor will ensure that sanitation acts are being completed as described.

Corrective Actions:

A corrective action will be documented in the event that this cleaning schedule is not followed. Retraining will occur to show reiterate the importance of maintaining a clean facility.

Related Documents:

Daily Maintenance and Quality Control Checklist
Bio-security/Grounds: Weekly Check
Maintenance: Weekly Inspection Form
Monthly Mill Inspection Checklist
Quality Control and Cleanout: Quarterly Check